

# **Local Forms of The United States Bankruptcy Court**



**for  
The Western District of Pennsylvania**

January 29, 2003

**LOCAL FORMS OF THE UNITED STATES  
BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

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**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

**IN RE:**

**General Order #2003-1**

)  
)  
)  
)  
)  
)

**Electronic Filing  
and Proposed Local Rules**

**ORDER**

Whereas the Court implemented a Case Management/Electronic Case Filing System that permits electronic filing of documents over the Internet; and

Whereas the Court has revised its Local Rules and procedures.

It is hereby ordered that:

Commencing February 3, 2002, attorneys who have a login and password for the Court's Case Management/Electronic Case Filing System shall file documents electronically with the Court.

Until the Local Rules promulgated by this Court have been approved by the United States District Court for the Western District of Pennsylvania, the proposed Local Rules, Local Forms, Court Procedures Manual, and Electronic Case Filing Procedures are adopted on an interim basis. The rules, forms, and procedures can be obtained at the Court's Website at <http://www.pawb.uscourts.gov/plrules.htm>.

Judith K. Fitzgerald, Chief Bankruptcy Judge  
Bernard Markovitz, Bankruptcy Judge  
M. Bruce McCullough, Bankruptcy Judge  
Joseph L. Cosetti, Bankruptcy Judge  
Warren W. Bentz, Bankruptcy Judge

**LOCAL FORMS OF THE UNITED STATES  
BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

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**LOCAL BANKRUPTCY FORM NO. 1**

**UNITED STATES BANKRUPTCY COURT  
Western District of Pennsylvania**

In Re

BANKRUPTCY NO.

,debtor

**DECLARATION RE: ELECTRONIC FILING OF  
PETITION, SCHEDULES & STATEMENTS**

**PART I - DECLARATION OF PETITIONER**

I, \_\_\_\_\_, and I, \_\_\_\_\_, the undersigned debtor, certify that the information I give to my attorney for the preparation of the petition, statements, schedules and mailing matrix is true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules to the United States Bankruptcy Court. I understand that this DECLARATION RE: ELECTRONIC FILING is to be submitted to the Clerk once all schedules have been electronically docketed but, in any event, no later than 15 days following the date the petition was electronically filed unless the time is extended by order of court. I understand that failure to timely submit the signed original of this DECLARATION will result in dismissal of my case pursuant to 11 U.S.C. § 707(a)(3) without further notice.

☐ [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12 or 13 of title 11 of the United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in this petition.

☐ [If petitioner is a corporation or partnership] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Type Debtor name here) (Joint Debtor, if applicable, type name)

Title: \_\_\_\_\_  
(Corporate or Partnership Filing)

\_\_\_\_\_  
Phone Number of Signer

\_\_\_\_\_  
Address of Signer

**PART II - DECLARATION OF ATTORNEY**

I further declare that before filing any document I will have examined the debtor's petition and that the information is complete and correct to the best of my knowledge, information and belief. The debtor will have signed this form before I submit the petition, schedules, statements and mailing matrix. I will give the debtor a copy of all forms and information to be filed with the United States Bankruptcy Court, and have followed all other requirements for electronic case filing. I further declare that I have examined the above debtor's petition, schedules, and statements and, to the best of my knowledge, information and belief, they are true, correct, and complete. If debtor is an individual, I further declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. This declaration is based on all information of which I have knowledge.

Dated:

Attorney for Debtor

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

**LOCAL BANKRUPTCY FORM NO. 2**  
**EX PARTE MOTION FOR DESIGNATION AS COMPLEX CHAPTER 11 BANKRUPTCY CASE**

**IN THE UNITED STATES BANKRUPTCY COURT**  
**FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

Bankruptcy No.

Debtor(s)

Chapter 11

**EX PARTE MOTION FOR DESIGNATION**  
**AS COMPLEX CHAPTER 11 BANKRUPTCY CASE**

This bankruptcy case was filed on \_\_\_\_\_. The undersigned party in interest believes that this case qualifies as a Complex Chapter 11 Bankruptcy Case pursuant to Local Rules because:

- \_\_\_\_\_ There is a need for emergency consideration of the following "First Day" motions
- \_\_\_\_\_ The debtor has total debt of more than \$\_\_\_\_\_ million and unsecured non-priority debt of more than \$\_\_\_\_\_ million.
- \_\_\_\_\_ There are more than \_\_\_\_\_ parties in interest in this case.
- \_\_\_\_\_ Claims against the debtor are publicly traded.
- \_\_\_\_\_ Equity interests in the debtor are publicly traded.
- \_\_\_\_\_ Other: (Substantial explanation is required. Attach additional sheets if necessary.)

DATE: \_\_\_\_\_

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

**LOCAL BANKRUPTCY FORM NO. 3**  
**INITIAL ORDER FOR COMPLEX CHAPTER 11 BANKRUPTCY CASE**

**IN THE UNITED STATES BANKRUPTCY COURT**  
**FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

Bankruptcy No.  
Chapter 11

Debtor(s)

**INITIAL ORDER FOR COMPLEX CHAPTER 11 BANKRUPTCY CASE**

This bankruptcy case was filed on \_\_\_\_\_. An Ex Parte Motion for Designation as a Complex Chapter 11 Case was filed. After review of the initial pleadings filed in this case, the Court concludes that this is a Complex Chapter 11 Case and issues this scheduling order.

1. The Debtor shall maintain a Service List identifying the parties that must be served whenever a motion or other pleading requires notice. Upon establishment of such a list, notices of motions and other matters will be limited to the parties on the Service List.

a. The Service List shall initially include the Debtor, Debtor's counsel, counsel for the unsecured creditors' committee, U.S. Trustee, all secured creditors, the 20 largest unsecured creditors, any indenture trustee, and any party that files a request for notice.

b. Any party in interest that wishes to receive notice, other than as listed on the Service List, shall be added to the Service List merely by request filed of record with the Clerk and served on the Debtor and Debtor's counsel.

c. Parties on the Service List are encouraged to give a fax number or e-mail address for service of process and parties are encouraged to authorize service by fax or e-mail. Consent to fax or e-mail service may be included in the party's notice of appearance and request for service.

d. The Service List shall be filed within 3 calendar days after entry of this Order. Debtors shall update the Service List and file with the Clerk a copy of the updated Service List upon request of a party to be added.

2. The Court hereby establishes the following dates and times for hearing all motions and other matters in this case in Courtroom \_\_\_\_\_ at \_\_\_\_\_.

3. If a matter is properly noticed for hearing and the parties reach agreement on a settlement of the dispute prior to the hearing, the parties may announce the settlement at the scheduled hearing. If the Court determines that the notice of the dispute and the hearing is adequate notice of the effects of the settlement, the Court may approve the settlement at the hearing without further notice of the terms of the settlement.

4. The debtor shall give notice of this Order to all parties in interest within 5 calendar days. If any party in interest objects to the provisions of this Order, that party shall file and serve a motion for reconsideration and proposed order within 10 days of the date of this Order articulating the objection and the relief requested.

Date: \_\_\_\_\_

\_\_\_\_\_  
United States Bankruptcy Judge



**LOCAL BANKRUPTCY FORM NO. 4**

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE: \_\_\_\_\_ ) Bankruptcy No. \_\_\_\_\_  
 )  
 ) Chapter \_\_\_\_\_  
 )  
Debtor(s) \_\_\_\_\_ )  
 )  
 )  
 )  
 )

Affidavit Regarding Delivery of Proof Of Income

I, \_\_\_\_\_, certify under penalty of perjury that on \_\_\_\_\_ (date) I served the Proof of Income required by Local Rule 1007-4 on the case trustee or other § 341 Meeting presiding officer assigned to the above-referenced case.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Counsel/Debtor/ Petition Preparer

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

**LOCAL BANKRUPTCY FORM NO. 5  
IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE

Bankruptcy No.

Debtor(s)

Chapter

**AMENDMENT COVER SHEET**

Amendment(s) to the following petition, list(s), schedule(s), or statement(s) are transmitted herewith:

\_\_\_ Voluntary Petition *Specify reason for amendment:*

Official Form 6 Schedules (Itemization of Changes Must Be Specified)

\_\_\_ Summary of Schedules

\_\_\_ Schedule A - Real Property

\_\_\_ Schedule B - Personal Property

\_\_\_ Schedule C - Property Claimed as Exempt

\_\_\_ Schedule D - Creditors holding Secured Claims }

Check one:

\_\_\_ Creditor(s) added

\_\_\_ NO creditor(s) added

\_\_\_ Creditor(s) deleted

\_\_\_ Schedule E - Creditors Holding Unsecured Priority Claims

Check one:

\_\_\_ Creditor(s) added

\_\_\_ NO creditor(s) added

\_\_\_ Creditor(s) deleted

\_\_\_ Schedule F - Creditors Holding Unsecured Nonpriority Claims

Check one:

\_\_\_ Creditor(s) added

\_\_\_ NO creditor(s) added

\_\_\_ Creditor(s) deleted

\_\_\_ Schedule G - Executory Contracts and Unexpired Leases

Check one:

\_\_\_ Creditor(s) added

\_\_\_ NO creditor(s) added

\_\_\_ Creditor(s) deleted

\_\_\_ Schedule H - Codebtors

\_\_\_ Schedule I - Current Income of Individual Debtor(s)

\_\_\_ Schedule J - Current Expenditures of Individual Debtor(s)

\_\_\_ Statement of Financial Affairs

\_\_\_ Chapter 7 Individual Debtor's Statement of Intention

\_\_\_ Chapter 11 List of Equity Security Holders

\_\_\_ Chapter 11 List of Creditors Holding 20 Largest Unsecured Claims

\_\_\_ Disclosure of Compensation of Attorney for Debtor

\_\_\_ Other: \_\_\_\_\_

**NOTICE OF AMENDMENT(S) TO AFFECTED PARTIES**

Pursuant to Fed.R.Bankr.P. 1009(a) and Local Rule 1009-1, I certify that notice of the filing of the amendment(s) checked above has been given this date to the U.S. Trustee, the trustee in this case, and to entities affected by the amendment as follows:

Date: \_\_\_\_\_

\_\_\_\_\_  
Attorney for Debtor(s) [or *pro se* Debtor(s)]

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone No.)

\_\_\_\_\_  
List Bar I.D. and State of Admission

Note: An amended matrix of creditors added by the amendment must be submitted on disk with the amendment.

**LOCAL BANKRUPTCY FORM NO. 6**

**IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE )  
 )  
 ) Bankruptcy No. \_\_\_\_\_  
 )  
 Debtor(s) ) Chapter \_\_\_\_  
 )  
 ) Related to Docket. No. \_\_\_\_  
 )

**CERTIFICATE OF SERVICE OF (Specify Document Served)  
TO PARTIES IN INTEREST**

I, \_\_\_\_\_, certify under penalty of perjury that I served the above captioned pleading \_\_\_\_\_ (specify) on the parties at the addresses on the attached matrix, on \_\_\_\_\_ (date) by \_\_\_\_\_ (method of service).

The total number of parties served was \_\_\_\_\_.

EXECUTED ON:

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Typed Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone No.  
\_\_\_\_\_  
List Bar I.D. and State of Admission

**LOCAL BANKRUPTCY FORM NO. 7**  
**IN THE UNITED STATES BANKRUPTCY COURT**  
**WESTERN DISTRICT OF PENNSYLVANIA**

**IN RE:**

)

)

) **Bankruptcy No.**

)

**Debtor(s)**

)

**Chapter**

**DECLARATION IN LIEU OF AFFIDAVIT**

**Regarding Request To Be Added to the Mailing Matrix**

I am the Attorney for \_\_\_\_\_, a creditor in the above captioned bankruptcy case, and I am authorized by this creditor to make the accompanying request for notices. The new address should be used instead of the existing address, and added to the matrix. I have reviewed the mailing matrix on file in this case and I hereby certify that the request for notices being filed herewith replaces the creditor's address listed on the matrix, supersedes and cancels all prior requests for notice by the within named creditor, and:

***Please check the appropriate box***

- ☐ that there are no other requests to receive notices on behalf of this creditor, or  
☐ that the following prior request(s) for notice by or on behalf of this creditor shall be deleted from the matrix:

\_\_\_\_\_  
Creditor's Name

\_\_\_\_\_  
Creditor's Address

\_\_\_\_\_  
City, State and Zip

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
Signature of Attorney For Creditor

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

**LOCAL BANKRUPTCY FORM NO. 8**

**IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

Debtor(s)

)  
)  
) Bankruptcy No. \_\_\_\_\_  
)  
) Chapter \_\_\_\_\_  
)  
) Docket/ Adversary No. \_\_\_\_\_

**SUMMARY COVER SHEET**  
**FEES AND EXPENSES APPLICATION FILED ON BEHALF OF**

- \_\_\_\_\_
1. Your applicant was appointed on \_\_\_\_\_.  
(Attach a copy of the order approving appointment.)
  2. Your applicant represents \_\_\_\_\_.
  3. The total amount of the compensation requested is \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_.
  4. The compensation is \_\_\_\_\_.  
(state whether interim or final compensation)
  5. A retainer of \$ \_\_\_\_\_ was paid on \_\_\_\_\_.
  6. The amount of compensation previously requested is \_\_\_\_\_.
  7. The amount of compensation previously approved is \_\_\_\_\_.
  8. The amount of compensation previously paid is \_\_\_\_\_.
  9. The total amount of expenses for which reimbursement is sought is \$ \_\_\_\_\_ and is for the period from \_\_\_\_\_ to \_\_\_\_\_.
  10. The amount of expenses previously requested is \_\_\_\_\_.
  11. The amount of expenses previously approved is \_\_\_\_\_.
  12. The amount of expenses previously paid is \_\_\_\_\_.
  13. The blended hourly rate for this application is \_\_\_\_\_.
  14. Other factors bearing on fee application:

DATE: \_\_\_\_\_

By: \_\_\_\_\_

Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

**APPENDIX**  
**EXAMPLE OF CATEGORY LISTING OF**  
**TIME AND SERVICES**

**IN THE UNITED STATES BANKRUPTCY COURT**  
**WESTERN DISTRICT OF PENNSYLVANIA**

Acme Shoe Company

Bankruptcy No. \_\_\_\_\_  
Chapter 11  
Motion No. \_\_\_\_\_

**PART "A"**

Category Listing of time and services or tasks by category on behalf of Acme Shoe Company, Debtor, during the period from May 1, 1985 to the closing of the case.

CATEGORY 1. - Sale of real estate at 320 Grant Avenue, Pittsburgh, PA to Jones Company for \$ \_\_\_\_\_ including negotiations with purchaser, drafting Agreement of Sale, lien search, preparation and filing of Motion and Order for sale, hearing on sale and closing on sale and preparation and filing of report of sale. After payment of all liens and expenses of sale the estate netted \$ \_\_\_\_\_.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
5/1/85	RB	Conference with Jones Company representatives re: potential purchase of 320 Grant Avenue	
5/3/85	RB	Preparation of Agreement of Sale for 320 Grant Avenue	

TOTAL IN CATEGORY 1      -

CATEGORY 2. - Distribution to Creditors per Order of August 14, 2002, including preparation and filing of Motion, obtaining Order of Court and making the distribution of \$ \_\_\_\_\_ to priority creditors and \$ \_\_\_\_\_ as a \_\_\_\_% distribution to Class 4 general creditors.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
9/17/85	JS	Review & Sign Distribution Checks	
9/18/85	JS	Covering letters to all creditors, Anderson, Wagner, Bernstein & Debtor re the distribution	

TOTAL IN CATEGORY 2      -

CATEGORY 3 - Tax returns and tax refund including arranging for filing of final returns, numerous calls and letters to Pennsylvania Department of Revenue resulting in tax refund of \$12,435.04.

5/02/85	JS	Telephone Call: Virginia Vatz of Pa. Dept. of Revenue re tax refund
5/04/85	JS	Letter: PA Dept. of Revenue re status of tax returns

TOTAL IN CATEGORY 3 -

TOTAL TIME IN ALL CATEGORIES -

DISBURSEMENTS

6/24/85	JS	Copy Expense
8/23/85	JS	Copy Expense and postage on distribution

TOTAL DISBURSEMENTS \$

BILLING SUMMARY

JS	Hrs.	Min.	\$135.00	\$
RB	Hrs.	Min.	\$125.00	-
CLIENT TOTAL			-	\$
CURRENT BILLING:				\$
CURRENT EXPENSES:				
TOTAL AMOUNT DUE:				\$



EXAMPLE OF CHRONOLOGICAL SUMMARY OF TIME  
AND SERVICES WITH A\_PART\_"B" DESCRIBING THE CATEGORIES

**IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA**

Acme Shoe Company

Bankruptcy No.  
Chapter \_\_\_\_\_  
Motion No. \_\_\_\_\_

**PART A**

CHRONOLOGICAL SUMMARY OF TIME AND SERVICES  
RENDERED ON BEHALF OF DEBTOR DURING PERIOD  
FROM MAY 1, 1985 TO CONCLUSION OF CASE

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>	<u>EXH.B</u>
5/1/85	RB	Conference with Jones Co. representative re: potential purchase of 320 Grant Avenue		
5/2/85	JS	Telephone call: Virginia Vatz and Pa. Dept. of Revenue re tax refund		
5/3/85	RB	Preparation of Agreement of Sale for 320 Grant Avenue		
5/4/85	JS	Letter: Pa. Dept. of Dept. of Revenue re: status of tax claim		
9/17/85	JS	Review & Sign: Distribution checks		
9/18/85	JS	Covering letters to all creditors, Anderson, Wagner, Bernstein & Debtor re: the distributions		

TOTAL HOURS

DISBURSEMENTS

6/24/85	JS	Copy Expense	\$
8/23/85	JS	Copy Expense and postage on distribution	\$

TOTAL DISBURSEMENTS \$

BILLING SUMMARY

JS	2 Hrs. 0 Min.	\$135.00	\$
RB	2 Hrs. 0 Min.	\$125.00	-
CLIENT TOTAL -			\$
CURRENT BILLING:			\$
CURRENT EXPENSES:			
TOTAL AMOUNT DUE:			\$

PART "B"

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

Category Listing of time and services on behalf of Acme Shoe Company, Debtor, during the period from May 1, 1985 to the closing of the case.

I	<u>Category 1.</u> - Sale of real estate at 320 Grant Avenue, Pittsburgh, PA to Jones Company for \$30,000.00 including negotiations with purchaser, drafting Agreement of Sale, lien search, preparation and filing of Motion and Order for sale, hearing on sale and closing on sale and preparation and filing of report of sale. After payment of all liens and expenses of sale the estate netted \$24,500.00	hrs.	min.
II.	<u>Category 2.</u> - Distribution to Creditors per Order of August 14, 1985, including preparation and filing of Motion, obtaining Order of Court and making the distribution of \$36,533.61 to priority creditors and \$21,794.45 as a 4% distribution to Class 4 general creditors	hrs	min.
III.	<u>Category 3.</u> - Tax returns and tax refund including arranging for filing of final returns, numerous calls and letters to Pennsylvania Department of Revenue resulting in tax refund of \$12,435.04	hrs.	min.
	TOTAL	hrs.	

LOCAL BANKRUPTCY FORM NO. 9

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

Debtor#1: \_\_\_\_\_

D#1 SSN: \_\_\_\_\_

Debtor#2: \_\_\_\_\_

D#2 SSN: \_\_\_\_\_

Check Here if Amended Plan \_\_\_\_\_ Bankruptcy Case Number \_\_\_\_\_

**CHAPTER 13 PLAN DATED \_\_\_\_\_**  
**COMBINED WITH CLAIMS BY DEBTOR PURSUANT TO RULE 3004**

**PLAN FUNDING**

Total amount of \$ \_\_\_\_\_ per month for a plan term of \_\_\_\_\_ months shall be paid to the Trustee from future earnings as follows:

Payments:	By Income Attachment	Directly by Debtor	By Automated Bank Transfer
D#1	\$ _____	\$ _____	\$ _____
D#2	\$ _____	\$ _____	\$ _____

(SSA direct deposit recipients only)

Estimated amount of additional plan funds from sale proceeds, etc.: \$ \_\_\_\_\_

The Trustee shall calculate the actual total payments estimated throughout the plan.

The responsibility for ensuring that there are sufficient funds to effectuate the goals of the Chapter 13 plan rests with the debtor.

**1. Plan Payments are to begin no later than one month following the filing of the plan.**

**2. For amended plans:**

- The total plan payments shall consist of all amounts previously paid together with the new monthly payment for the remainder of the plan's duration.
- The original plan term has been extended by \_\_\_\_\_ months for a total of \_\_\_\_\_ months from the original plan filing date;
- The payment shall be changed effective \_\_\_\_\_.
- The debtor(s) have filed a motion requesting that the court appropriately change the amount of all wage orders.

The debtor agrees to dedicate to the plan the estimated amount of sale proceeds: \$ \_\_\_\_\_ from the sale of this property (describe) \_\_\_\_\_. All sales shall be completed by \_\_\_\_\_. Lump sum payments shall be received by the Trustee as follows: \_\_\_\_\_.

Other payments from any source (describe specifically) \_\_\_\_\_ shall be received by the Trustee as follows: \_\_\_\_\_.

**The sequence of plan payments shall be determined by the Trustee, using the following as a general guide:**

- Level One: Unpaid filing fees.
- Level Two: Monthly ongoing mortgage payments, ongoing vehicle and lease payments, installments on professional fees.
- Level Three: Post-petition utility claims.
- Level Four: Mortgage arrears, secured taxes, rental arrears, vehicle payment arrears.
- Level Five: All remaining secured, priority and specially classified claims, miscellaneous secured arrears.
- Level Six: Allowed general unsecured claims.
- Level Seven: Untimely filed unsecured claims for which the debtor has not lodged an objection.

**1. LONG TERM CONTINUING DEBTS CURED AND REINSTATED, AND LIEN (if any) RETAINED**

Name of Creditor be	Description of Collateral	Monthly Payment	Pre-petition Arrears to be Cured	Interest Rate to Paid on
Arrears				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**2. SECURED CLAIMS PAID IN FULL DURING TERM OF PLAN, ACCORDING TO ORIGINAL CONTRACT TERMS, WITH NO MODIFICATION OF CONTRACTUAL TERMS AND LIENS RETAINED UNTIL PAID**

Name of Creditor	Description of Collateral	Contractual Monthly Payment (Level 2)	Principal Balance of Claim	Contract Rate of Interest
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

**3. SECURED CLAIMS FULLY PAID ACCORDING TO MODIFIED TERMS AND LIENS RETAINED**

Name of Creditor	Description of Collateral	Modified Principal	Interest Rate	Monthly Payment	
Disbursement		Balance		or Pro Rata	Level
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Payment in accordance with the foregoing terms shall constitute full and final satisfaction of the secured claim of this creditor. Upon payment in accordance with these terms, the creditor shall promptly cause all mortgages and liens encumbering the collateral to be satisfied, discharged and released.

**4. SECURED CLAIMS NOT PAID DUE TO SURRENDER OR ABANDON OF COLLATERAL AND DATE TO BE SURRENDERED:**

Identify the collateral with specificity.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. THE DEBTOR PROPOSES TO AVOID OR LIMIT THE LIENS OF THE FOLLOWING CREDITORS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. SECURED TAX CLAIMS FULLY PAID AND LIENS RETAINED**

Name of Creditor	Total Amount of Claim	Type of Tax	Rate of Interest	Identifying Number(s) if Collateral is Real Estate	Tax Periods
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

**7. PRIORITY TAX CLAIMS PAID IN FULL**

Name of Creditor	Total Amount of Claim	Type of Tax	Interest Rate	Tax Periods
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**8. PRIORITY SUPPORT AND ALIMONY ARREARS**

If this section is left blank, the debtor(s) expressly agree to continue paying any support and alimony arrears through existing state court orders and consent to relief from stay in favor of interested parties for the purpose of continuing wage attachment orders.

Name of Creditor	Total Amount of Claim	Monthly payment or pro rata
_____	_____	_____
_____	_____	_____

#### 9. ADMINISTRATIVE PRIORITY CLAIMS TO BE FULLY PAID

- Percentage fees payable to the Chapter 13 Fee and Expense Fund shall be paid at the rate fixed by the United States Trustee not to exceed ten percent of distributions.
- Filing fees: the balance of \$ \_\_\_\_\_ shall be fully paid by the Trustee to the Clerk of Bankruptcy Court from the first available funds.
- Attorney fees: payable to \_\_\_\_\_. In addition to a retainer of \$ \_\_\_\_\_ already paid by or on behalf of the debtor, the amount of \$ \_\_\_\_\_ at the rate of \$ \_\_\_\_\_ per month.

#### 10. OTHER PRIORITY CLAIMS TO BE PAID IN FULL [include vehicle leases that will complete during the plan term]

Name of Creditor	Total Amount of Claim	Interest Rate	Statute Providing Priority Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### 11. POST-PETITION UTILITY MONTHLY PAYMENTS [limited to agreement between debtor(s) and utility]

These payments comprise a single monthly combined payment for post-petition utilities, any post-petition delinquencies and unpaid security deposits. The claim payment will not change for the life of the plan. Should the utility file a motion requesting a payment change, the debtor will be required to file an amended plan. These payments may not resolve post-petition claims of the utility. They may require additional funds from the debtor(s) after discharge.

**Name of Creditor** **Monthly Payment**

\_\_\_\_\_

#### 12. CLAIMS OF UNSECURED NONPRIORITY CREDITORS SPECIALLY CLASSIFIED

Name of Creditor	Principal Balance	Rate of Interest	Monthly Payments	Arrears to be Cured	Interest Rate on Arrears
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

#### 13. CLAIMS OF GENERAL, NONPRIORITY UNSECURED CREDITORS

The debtor(s) agree to distribute a minimum of \_\_\_\_\_ to unsecured non-priority creditors, which shall comprise a percentage of unsecured debt. The percentage of payment may change, based upon the total amount of allowed claims. Late-filed claims will not be paid unless all timely-filed claims have been paid in full. Thereafter, all late-filed claims will be paid pro-rata unless an objection has been filed within 30 days of filing the claim.

Creditors not specifically identified in Parts 1 - 10, above, are included in this class. The estimated percentage of payment to general unsecured creditors is \_\_\_\_\_%.

#### GENERAL PRINCIPLES APPLICABLE TO ALL CHAPTER 13 PLANS

This is the voluntary Chapter 13 reorganization plan of the debtor(s). The debtor(s) understand and agree that the Chapter 13 plan may be extended as necessary by the Trustee, to not more than 60 (sixty) months in order to insure that the goals of the plan have been achieved.

All pre-petition debts are paid through the Trustee. Additionally, ongoing payments for vehicles, mortgages and assumed leases are also paid through the Trustee, unless the Court orders otherwise.

Percentage fees to the trustee are paid on all distributions at the rate fixed by the United States Trustee. The Trustee has the discretion to adjust, interpret and implement the distribution schedule to carry out the plan. The Trustee shall follow this standard plan form sequence unless otherwise ordered by the Court.

The provisions for payment to secured, priority and specially classified creditors in this plan shall constitute claims in accordance with Bankruptcy Rule 3004. Proofs of claim by the Trustee will not be required. The Clerk shall be entitled to rely on the accuracy of the information contained in this plan with regard to each claim. If the secured, priority or specially classified creditor files its own claim, then the creditor's claim shall govern, provided the debtor(s) and debtor(s)' counsel have been given notice and an opportunity to object. The Trustee is authorized, without prior notice, to pay claims exceeding the amount provided in the plan by not more than \$250.

Should a pre-petition creditor file a claim asserting secured or priority status that is not provided for in the plan, then after notice to the Trustee, counsel of record (or the debtor(s) in the event that they are not represented by counsel), the Trustee shall treat the claim as allowed, subject to the debtor(s)' successful objection.

Both of the preceding provisions will also apply to allowed secured, priority and specially classified claims filed after the bar date. LATE-FILED CLAIMS NOT PROPERLY SERVED ON THE TRUSTEE AND THE DEBTOR(S)' COUNSEL OF RECORD WILL NOT BE PAID. The responsibility for reviewing the claims and objecting where appropriate is placed on the Debtor.

Attorney Name and Pa. ID # \_\_\_\_\_  
Attorney Address and Phone \_\_\_\_\_  
Attorney Signature \_\_\_\_\_  
Debtor Signature \_\_\_\_\_  
Debtor Signature \_\_\_\_\_

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

In Re:

Bankruptcy No.

**DISCLOSURE STATEMENT  
TO ACCOMPANY PLAN DATED \_\_\_\_\_**

**9** Chapter 11 Small Business (Check box only if debtor has elected to be considered a small business under 11 U.S.C. §1121(e))

Debtor furnishes this disclosure statement to creditors in the above-captioned matter pursuant to Bankruptcy Code §1125 to assist them in evaluating debtor's proposed Chapter 11 plan, a copy of which is attached hereto. Creditors may vote for or against the plan of reorganization. Creditors who wish to vote must complete their ballots and return them to the following address before the deadline noted in the order approving the disclosure statement and fixing time. The Court will schedule a hearing on the plan pursuant to 11 U.S.C. §1129.)

Address for return of ballots:

**I. Background**

1. Name of Debtor
2. Type of Debtor (individual, partnership, corporation)
3. Debtor's Business or Employment
4. Date of Chapter 11 Petition
5. Events that Caused the Filing :
6. Anticipated Future of the Company & Source of this Information and Opinion

7. Summarize all Significant Features of the Plan Including When and How Each Class of Creditor Will Be Paid and What, If Any, Liens Will Be Retained By Secured Creditors or Granted to Any Creditor Under the Plan

8. Are All Monthly Operating Statements Current and on File With The Clerk of Court?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If Not, Explain:

9. Does the plan provided for releases of nondebtor parties? Specify which parties and terms of release.

10. Identify all executory contracts that are to be assumed or assumed and assigned.

11. Has a bar date been set?      yes      no  
(If not, a motion to set the bar date has been filed simultaneously with the filing of this disclosure statement.)

12. Has an election under 11 U.S.C. §1121(e) has been filed with the Court to be treated as a small business?  
Yes \_\_\_\_\_ No \_\_\_\_\_

13. Specify property that will be transferred subject to 11 U.S.C. §1146(c).



II.      Creditors

A.      Secured Claims

SECURED CLAIMS

Creditor	Total Amount Owed	Arrearages	Type of Collateral Priority of Lien (1, 2, 3)	Disputed(D) Liquidated(L)Unliq uidated (U)	Will Liens be Retained Under the Plan (Y)or(N)
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>			

B. Priority Claims

PRIORITY CLAIMS

Creditor	Total Amount Owed	Type of Collateral	(D)(L)(U) *
<b>TOTAL</b>			

\* Disputed (D), Liquidated (L), or Unliquidated (U)

### C. Unsecured Claims

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Unsecured Claims <sup>1</sup>	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Unsecured Claims	\$

### D. Other Classes of Creditors

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Claims <sup>1</sup>	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Claims	\$

### E. Other Classes of Interest Holders

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Claims <sup>1</sup>	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Claims	\$

## III. Assets

### ASSETS

---

<sup>1</sup>Includes a.) unsecured claims filed by unscheduled creditors; b.) that portion of any unsecured claim filed by a scheduled creditor that exceeds the amount debtor scheduled; and c.) any unsecured portion of any secured debt not previously scheduled.

Assets	Value	Basis for Value Priority of Lien	Name of Lien Holder (if any) (Fair Market Value/Book Value)	Amount of Debtor's Equity (Value Minus Liens)
	\$ TOTAL			\$ TOTAL

1. Are any assets which appear on Schedule A or B of the bankruptcy petition not listed above?

If so, identify asset and explain why asset is not in estate:

2. Are any assets listed above claimed as exempt? If so attach a copy of Schedule C and any amendments.

#### IV. SUMMARY OF PLAN

1. Effective Date of Plan:
2. Will cramdown be sought? \_\_\_ Yes \_\_\_ No  
If Yes, state bar date: \_\_\_\_\_
3. Treatment of Secured **Non-Tax** Claims

**SECURED NON-TAX CLAIMS**

Name of Creditor	Class	Amount Owed	Summary of Proposed Treatment
<b>TOTAL</b>		<b>\$</b>	

**4. Treatment of Secured Tax Claims****SECURED TAX CLAIMS**

Name of Creditor	Class	Amount Owed	Summary of Proposed Treatment
<b>TOTAL</b>		<b>\$</b>	

Treatment of Administrative **Non-Tax** Claims<sup>2</sup>


---

<sup>2</sup>Include all §503(b) administrative claims.

### ADMINISTRATIVE **NON-TAX** CLAIMS

Name of Creditor *	Amount Owed	Type of Debt **	Summary of Proposed Treatment and Date of First Payment

\* Identify and Use Separate Line for Each Professional and Estimated Amount of Payment

\*\* Type of Debt (P=Professional, TD=Trade, TX=Taxes)

### 6. Treatment of Administrative Tax Claims

### ADMINISTRATIVE **TAX** CLAIMS

Name of Creditor *	Amount Owed	Type of Debt **	Summary of Proposed Treatment and Date of First Payment

7. Treatment of Priority Non-Tax

PRIORITY NON-TAX CLAIMS

Name of Creditor	Class	Amount Owed	Date of Assessment	Summary of Proposed Treatment

8. Treatment of Priority Tax Claims<sup>3</sup>

PRIORITY TAX CLAIMS

Name of Creditor	Class	Amount Owed	Date of Assessment	Summary of Proposed Treatment

9. Treatment of General Unsecured Non-Tax Claims

---

<sup>3</sup>Include dates when any §507(a)(7) taxes were assessed.



## GENERAL UNSECURED NON-TAX CLAIMS

Creditor	Class	Total Amount Owed	Percent of Dividend
<b>TOTAL</b>		\$	

10. Treatment of General Unsecured Tax Claims

GENERAL UNSECURED TAX CLAIMS

Creditor	Class	Total Amount Owed	Percent of Dividend
<b>TOTAL</b>		\$	

11. Will periodic payments be made to unsecured creditors?

Yes \_\_\_\_\_ No \_\_\_\_\_ First payment to begin \_\_\_\_\_

If so:

Amount of each payment (aggregate  
to all unsecured claimants)

Estimated date of first payment:

Time period between payments:

Estimated date of last payment:

Contingencies, if any:

State source of funds for planned payments, including funds necessary for capital replacement, repairs, or improvements:

Other significant features of the plan:

Include any other information necessary to explain this plan:

V. Comparison of Plan with Chapter 7 Liquidation

If debtor's proposed plan is not confirmed, the potential alternatives would include proposal of a different plan, dismissal of the case or conversion of the case to Chapter 7. If this case is converted to Chapter 7, a trustee will be appointed to liquidate the debtor's non-exempt assets. In this event, all secured claims and priority claims, including all expenses of administration, must be paid in full before any distribution is made to unsecured claimants.

Total value of Chapter 7 estate (See Section III)	\$
1. Less secured claims (See IV-2)	
2. Less administrative expenses (See IV-3 and include approximate Chapter 7 expenses)	\$
3. Less other priority claims (See IV-4)	\$
Total Amount Available for Distribution to Unsecured Creditors	\$
Divided by total allowable unsecured claims of (See Section II C)	\$
Percentage of Dividend to Unsecured Creditors:	

Will the creditors fare better under the plan than they would in a Chapter 7 liquidation?

Yes \_\_\_\_\_ No \_\_\_\_\_

Explain:

VI. Feasibility

- A. Attach Income Statement for Prior 12 Months. (See Exhibit A)
- B. Attach Cash Flow Statement for Prior 12 Months. (See Exhibit B)
- C. Attach Cash Flow Projections for Next 12 Months. (See Exhibit C)

Estimated amount to be paid on effective date of plan, including administrative expenses.

\$

Show how this amount was calculated.

\$	Administrative Class
\$	Taxes
\$	Unsecured Creditors
\$ _____	UST Fees
\$	TOTAL

What assumptions are made to justify the increase in cash available for the funding of the plan?

Will funds be available in the full amount for administrative expenses on the effective date of the plan? From what source? If not available, why not and when will payments be made?

Cash on hand \$ (Current) Attach current bank statement

Cash on hand \$ (Estimated amount available on date of confirmation)

If this amount is less than the amount necessary at confirmation, how will debtor make up the shortfall?

VII. Management Salaries

MANAGEMENT SALARIES

Position/Name of Person Holding Position	Salary at Time of Filing	Proposed Salary (Post-Confirmation)

VIII. Identify the Effect on Plan Payments and Specify Each of the Following:

1. What, if any, Litigation is Pending?
2. What, if any, Litigation is Proposed or Contemplated?

IX. Additional Information and Comments

IX. Certification

The undersigned hereby certifies that the information herein is true and correct to the best of my knowledge and belief formed after reasonable inquiry.

If Debtor is a corporation, attach a copy of corporate resolution authorizing the filing of this Disclosure Statement and Plan.

If Debtor is a general partnership, attach a copy of the consent agreement of all general partners to the filing of the bankruptcy.

\_\_\_\_\_  
Signature of Debtor  
or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Debtor  
or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Debtor's Counsel

\_\_\_\_\_  
Date

**OPTIONAL TABLE**

6. Treatment of Other Claims

N/A

OTHER CLASSES OF CREDITORS

Creditor	Class	Total Amount Owed	Percent of Dividend

A. Will periodic payments be made?

Yes \_\_\_\_ No \_\_\_\_

If so:

Amount of each payment (aggregate to all claimants)

\$ \_\_\_\_\_

Estimated date of first payment

\_\_\_\_\_

Time period between payments

\_\_\_\_\_

Estimated date of last payment

\_\_\_\_\_

Contingencies, if any:

OPTIONAL TABLE

7. Treatment of Interest Holders (Other Than Equity Holders)

OTHER CLASSES OF INTEREST HOLDERS

Creditor	Class	Total Amount Owed	Percent of Dividend

8. Treatment of Equity Holders (Specify how the market test of *Bank of America National Trust and Savings Association v. 203 North LaSalle Street Partnership*, 526 U.S. 434, 110 S.Ct. 1411 (1999), is met)

EQUITY HOLDERS

Creditor	Class	Total Amount Owed	Percent of Dividend

A. Will periodic payments be made?

Yes \_\_\_\_ No \_\_\_\_

If so:

Amount of each payment (aggregate to all claimants)

Estimated date of first payment

Time period between payments

Estimated date of last payment

Contingencies, if any:

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1994

### HISTORIC SUMMARY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
1. TOTAL CASH FLOW FROM OPERATIONS:	\$10,000	\$12,000	\$14,000	\$9,000	\$15,000	\$18,000	\$14,000	\$22,000	\$35,000	\$30,000	\$38,000	\$36,000
2.LESS TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN:	\$10,000	\$14,000	\$12,000	\$10,000	\$12,000	\$15,000	\$12,500	\$16,000	\$30,000	\$23,000	\$30,000	\$30,000
3. TOTAL NET CASH FLOW:	0	(2,000)	2,000	(1,000)	3,000	3,000	1,500	6,000	5,000	7,000	8,000	6,000
<b>DEFINITIONS</b>												
TOTAL CASH FLOW FROM OPERATIONS:	THE TOTAL AMOUNT OF FUNDS COLLECTED IN A SPECIFIC PERIOD FROM CASH SALES, COLLECTION OF ACCOUNTS RECEIVABLE, AND OTHER INCOME, EXCLUDING LOANS PROCEEDS, CASH CONTRIBUTIONS FROM INSIDERS, AND SALES TAXES COLLECTED.											
TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN	THE TOTAL DISBURSEMENTS IN A SPECIFIC PERIOD FOR PRODUCTION COSTS, GENERAL AND ADMINISTRATIVE COSTS, EXCLUDING PAYMENTS TO CREDITORS TO BE PAID UNDER THE TERMS OF											



1994

### PROJECTED SUMMARY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
4 TOTAL PROJECTED CASH FLOW FROM OPERATIONS:	\$38,000	\$40,000	\$41,000	\$43,000	\$45,000	\$45,000	\$46,000	\$47,000	\$48,000	\$48,000	\$48,000	\$50,000
5 LESS TOTAL PROJECTED DISBURSEMENTS EXCLUDING PMTS TO CREDITORS IN A PLAN:	\$30,000	\$32,000	\$32,000	\$32,000	\$33,000	\$33,000	\$35,000	\$35,000	\$38,000	\$38,000	\$38,000	\$39,000
6 ANTICIPATED CASH FLOW AVAILABLE FOR PLAN:	8,000	8,000	9,000	11,000	12,000	12,000	11,000	12,000	10,000	10,000	10,000	11,000
DEFINITIONS												
TOTAL PROJECTED CASH FLOW FROM OPERATIONS:	TOTAL AMOUNT OF PROJECTED FUNDS COLLECTED IN A SPECIFIC PERIOD FROM CASH SALES, COLLECTION OF ACCTS RECEIVABLE, AND OTHER INCOME, EXCLUDING LOAN PROCEEDS, CASH CONTRIBUTIONS FROM INSIDERS, AND SALES TAXES COLLECTED.											
TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN	TOTAL PROJECTED DISBURSEMENTS IN A SPECIFIC PERIOD FOR PRODUCTION COSTS, GENERAL AND ADMINISTRATIVE COSTS, EXCLUDING PAYMENTS TO CREDITORS TO BE PAID UNDER THE TERMS OF THE PROPOSED PLAN.											

1994

## PLAN FEASIBILITY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
ANTICIPATED RECEIPTS AVAILABLE FOR PLAN: (SEE LINE 6, ABOVE)	\$8,000	\$8,000	\$9,000	\$11,000	\$12,000	\$12,000	\$11,000	\$12,000	\$10,000	\$10,000	\$10,000	\$11,000
LESS PROPOSED PLAN PAYMENTS: (SEE SECTION IV)	\$5,000	\$5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
OVERAGE/(SHORTAGE)OF CASH FLOW AVAILABLE TO FUND PLAN:	3,000	3,000	4,000	6,000	7,000	7,000	5,500	7,000	5,000	5,000	5,000	6,000

LOCAL BANKRUPTCY FORM NO. 11

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

IN RE:

:  
: Bankruptcy No: \_\_\_\_\_  
:  
:  
:

REPORT FOR BANKRUPTCY JUDGES IN CASES TO BE CLOSED

CHAPTER 11 CASES

\_\_\_\_\_ Plan Confirmed

\_\_\_\_\_ Plan Not Confirmed

If plan was confirmed and the case is still in Chapter 11, what percentage dividend was (or is) to be paid under the plan to the general unsecured class of creditors: \_\_\_\_\_%

**Fees and Expenses** (actual past payments):

_____ Trustee's Statutory Compensation	_____ Fee for Accountant
_____ Fee for Attorney for Trustee	_____ Fee for Broker
_____ Fee for Attorney for Debtor	_____ Fee for Auctioneer
_____ Fee for Attorney for Creditors' Committee	_____ Other (Detail Below)
_____ Expenses Awarded to Professionals (Detail Below)	

I certify under penalty of perjury that the information provided on this form is true and correct to the best of my knowledge, information, and belief and that all estimated payments have been designated appropriately as such.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PREPARER

\_\_\_\_\_  
SIGNATURE

LOCAL BANKRUPTCY FORM NO. 12

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

IN RE: \_\_\_\_\_ :  
\_\_\_\_\_  
\_\_\_\_\_ :  
\_\_\_\_\_ : **Bankruptcy No:** \_\_\_\_\_  
\_\_\_\_\_ :

REPORT FOR BANKRUPTCY JUDGES IN CASES TO BE CLOSED

DATE PETITION FILED: \_\_\_\_\_

CHAPTER 7 CASES

\_\_\_\_\_ Gross Cash Receipts \_\_\_\_\_ Total Disbursements

A. Fees and Expenses

_____ Trustee's Statutory Compensation	
_____ Fee for Accountant	
_____ Fee for Attorney for Trustee	_____ Fee for Broker
_____ Fee for Attorney for Debtor	_____ Fee for Auctioneer
_____ Fee for Attorney for Creditors' Committee	_____ Other
_____ Expenses Awarded to Professionals*	

B. Distributions

\_\_\_\_\_ Secured Creditors  
\_\_\_\_\_ Equity Security Holders  
\_\_\_\_\_ Priority Creditors  
\_\_\_\_\_ Debtor  
\_\_\_\_\_ Unsecured Creditors  
\_\_\_\_\_ Others

Total Disbursements (sum of A & B): \_\_\_\_\_

If applicable, list portion of this total distributed by Trustee in Chapter other than Chapter 7 (DO NOT include Payments to Debtor): \_\_\_\_\_

=====

ITEMIZATIONS (in dollars)

FEES PAID TO OTHER PROFESSIONALS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPENSES AWARDED TO PROFESSIONALS

\_\_\_\_\_ Trustee  
\_\_\_\_\_ Attorney for Debtor  
\_\_\_\_\_ Attorney for Trustee  
\_\_\_\_\_ Attorney for Creditors' Committee  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DISTRIBUTIONS (OTHERS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify under penalty of perjury that the information provided on this form is true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PREPARER

\_\_\_\_\_  
SIGNATURE

LOCAL BANKRUPTCY FORM NO. 13

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

In Re:	)	
	)	
Debtor(s)	)	Bankruptcy No.
	)	
	)	Adversary No.
	)	
Plaintiff / Movant	)	
	)	
v.	)	
	)	
Defendant / Respondent	)	

Certification That Briefing Completed

I hereby certify that briefs in the above-captioned matter have been filed by the parties or that the deadline for filing all briefs has expired and the matter is ready for trial or other disposition by the Court.

DATE: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 14

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

IN RE:

Debtor(s)

Movant(s)

v.

Respondent(s)

) Bankruptcy No. \_\_\_\_\_

)

) Chapter \_\_\_\_\_

)

) Related to Docket No

)

)

)

)

)

)

)

)

)

MOTION FOR \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Counsel/Movant

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

In Re: \_\_\_\_\_ )  
\_\_\_\_\_) )  
\_\_\_\_\_) Bankruptcy No.  
\_\_\_\_\_) )  
\_\_\_\_\_) Chapter  
Debtor(s) \_\_\_\_\_ )

Motion for Pro Hac Vice Admission

This motion for admission pro hac vice is being filed on behalf of:

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Firm name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(E mail address)

\_\_\_\_\_  
List Bar ID Number and State of Admission

The applicant represents: \_\_\_\_\_  
(Name of client)

The applicant is a member in good standing of the bar of \_\_\_\_\_, is not the subject of disciplinary matters, and will abide by the rules of the United States Bankruptcy Court in the Western District of Pennsylvania.

\_\_\_\_\_  
Date

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission



LOCAL BANKRUPTCY FORM NO. 16

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

B 281  
(12/94)

United States Bankruptcy Court  
\_\_\_\_\_ District Of \_\_\_\_\_

In re \_\_\_\_\_  
Debtor

Case No. \_\_\_\_\_

Chapter \_\_\_\_\_

**APPEARANCE OF CHILD SUPPORT CREDITOR\*  
OR REPRESENTATIVE**

I certify under penalty of perjury that I am a child support creditor\* of the above-named debtor, or the authorized representative of such child support creditor, with respect to the child support obligation which is set out below.

Name:

Organization:

Address:

Telephone Number:

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Child Support Creditor\* or Authorized Representative

**Summary of Child Support Obligation**

Amount in arrears:

\$ \_\_\_\_\_

If Child Support has been assigned:

Amount of Support which is owed  
under assignments:

Amount currently due per week or per month:  
on a continuing basis:

\$ \_\_\_\_\_  
(per week) (per month)

\$ \_\_\_\_\_

Amount owed primary child support  
creditor (balance not assigned):

\$ \_\_\_\_\_

**Attach an itemized statement of account**

\* Child support creditor includes both creditor to whom the debtor has a primary obligation to pay child support as well as any entity to whom such support has been assigned, if pursuant to Section 402(a)(26) of the Social Security Act or if such debt has been assigned to the Federal Government or to any State or political subdivision of a State.

LOCAL BANKRUPTCY FORM NO. 17

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

IN RE

Bankruptcy No.

Debtor(s)

Chapter

Movant(s)

Docket No.

v.

Respondent(s)

**MOTION TO ABANDON PROPERTY FILED ON BEHALF OF \_\_\_\_\_**

AND NOW comes \_\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_, and moves the court to enter an order as attached hereto abandoning the following property which  
is

☐ burdensome to the estate in the following manner:

☐ of inconsequential value and benefit to the estate in the following manner:

\_\_\_\_\_  
Signature of Counsel or Moving Party if Unrepresented

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 18

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

IN RE

Debtor(s)  
Movant(s)  
v  
Respondent(s)

:Bankruptcy No.  
: Chapter  
: Docket No.  
:

MOTION TO AVOID LIENS

AND NOW comes Debtor(s) \_\_\_\_\_, ☐ *pro se* ☐ by counsel, \_\_\_\_\_, and move(s) to enter the attached order avoiding the judicial lien(s) of \_\_\_\_\_, created on \_\_\_\_\_, which impair(s) an exemption to which the Debtor(s) is/are entitled, to-wit, \_\_\_\_\_, under \_\_\_\_\_ [here insert statutory section allowing the exemption].

1. Information concerning the lien(s) to be avoided:

a. The amount of the lien(s):

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

b. All other liens on the property, \_\_\_\_\_  
the amount of each lien, and by whom \_\_\_\_\_  
held are (use additional sheets \_\_\_\_\_  
if necessary): \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

c. The amount of exemption Debtor(s)  
could claim if there were no liens is:

\$ \_\_\_\_\_

2. The total of (a) through (c) above is:

\$ \_\_\_\_\_

3. The value of the Debtor(s)' interest in  
the property if there were no liens would be:

\$ \_\_\_\_\_

4. The amount of other liens that have been avoided in this case is:

\$ \_\_\_\_\_

5. That amount has not been considered in making the calculation in ¶¶ 1 and 2 above except that the lien of \_\_\_\_\_  
\_\_\_\_\_ in the amount of \$ \_\_\_\_\_ is in respect of a judgment arising out of a mortgage foreclosure and has been considered.

6. The lien(s) to be avoided fall under 11 U.S.C. 522(f)(1).

\_\_\_\_\_  
Signature of Counsel or Debtor(s) if *pro se*

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 19

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

IN RE:

:Bankruptcy No. \_\_\_\_\_

:

: Docket No. \_\_\_\_\_

Debtor(s):

:

:

:

:

Movant(s)

:

:

v.

:

:

:

Respondent(s)

**MOTION FOR RELIEF FROM THE AUTOMATIC STAY UNDER 11 U.S.C. § 362  
FILED ON BEHALF OF**

---

☐ Voluntary    ☐ Involuntary

1. A chapter 7 ☐, chapter 9 ☐, chapter 11 ☐, chapter 12 ☐, or chapter 13 ☐ petition was filed on \_\_\_\_\_
2. Relief from the automatic stay is requested with respect to:
  - (a) ☐ Real Property.
    - (1) Address of real property, including county and state in which located:
    - (2) Type of real property (i.e., family residence, commercial building, industrial building, unimproved, etc.):
    - (3) Fair market value of property according to Debtor(s) schedules as well as Movant and the basis for asserted value;
    - (4) Nature of Debtor(s) interest in the property (e.g., sole owner, co-owner, lessee etc.):
  - (b) ☐ Personal Property.
    - (1) Description of property:
    - (2) Nature of Debtor(s) interest in the property:
    - (3) Fair market value of property according to Debtor(s) schedules as well as Movant and the basis for asserted value:
    - (4) Nature of Movant's interest in the property (e.g., mortgage lien, judgment lien, security interest, or other):

- (c) Total amount of Movant's lien as of the date of the bankruptcy filing: \$\_\_\_\_\_
- (1) Principal balance owed as of the date of the bankruptcy filing: \$\_\_\_\_\_
- (2) Accrued interest owed as of the date of the bankruptcy filing: \$\_\_\_\_\_
- (3) Other amounts (if any) owed as of the date of the bankruptcy filing (itemize amounts):
- (d) Debtor is current ☐ is in default ☐ as of the date of the bankruptcy filing.
- (1) If Debtor has defaulted, itemize the amount(s) in default and the date(s) on which default occurred:
- (2) List in order of priority, other liens or encumbrances of record against the property and their amount:

3. Grounds for Relief from Stay:

- (a) ☐ Movant's interest in the property is not adequately protected;
- (b) ☐ Debtor has no equity in the property and the property is not necessary to an effective reorganization;
- (c) ☐ Other cause (specify):
- (d) The property is "single asset real estate" as defined in U.S.C. § 101, and \_\_\_\_\_ days have passed since entry of the order for relief; and
- (1) ☐ Debtor has not submitted a plan that has a reasonable possibility of being confirmed;
- (2) ☐ Debtor has not commenced monthly payments to each creditor whose claim is secured by the property; or
- (3) ☐ Debtor has commenced payments but in amount(s) that is/are less than an amount equal to interest at a fair market rate on the value of each creditor's interest in the property.

WHEREFORE, Movant prays that the Court grant the relief requested and issue the attached proposed order.

\_\_\_\_\_  
Signature of Attorney for Movant or Movant if *Pro Se*

\_\_\_\_\_  
Type Name of Attorney or Movant if *Pro Se*

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Attorney ID Number and State of Admission

Date: \_\_\_\_\_

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

	:	Bankruptcy No. _____
	:	
	:	Motion No. _____
<b>Debtor(s)</b>	:	
	:	
	:	
	:	
	:	
<b>Movant(s)</b>	:	
	:	
	:	
<b>v.</b>	:	
	:	
	:	
<b>Respondent(s)</b>	:	

**ORDER GRANTING MOTION FOR RELIEF FROM THE  
AUTOMATIC STAY UNDER 11 U.S.C. § 362**

1. The Stay Motion was ☐ Contested ☐ Uncontested ☐ Settled by stipulation
2. The Stay Motion affects the following real property (the "Property"):  
*Street Address;*  
*Apartment/Suite No.;*  
*City, State, Zip Code;*  
Legal description or document recording number (including county of recording):  
☐ See attached page.
3. The Motion is granted under: ☐ 11 U.S.C. § 362(d)(1) ☐ 11 U.S.C. § 362(d)(2) ☐ 11 U.S.C. § 362(d)(3)
4. As to Movant, its successors, transferees and assignees ("Movant"), the stay of 11 U.S.C. § 362(a) is:
  - a. ☐ Terminated as to Debtor and Debtor's bankruptcy estate.
  - b. ☐ Annulled retroactively to the date of the bankruptcy petition filing.
  - c. ☐ Modified or conditioned as set forth in Exhibit \_\_\_\_\_ to this Order.
5. ☐ Movant may enforce its remedies to foreclose upon and obtain possession of the Property in accordance with applicable nonbankruptcy law, but may not pursue any deficiency claim against the Debtor(s) property or property of the estate except by filing a Proof of Claim pursuant to 11 U.S.C. § 501.
6. ☐ Movant shall not conduct a foreclosure sale before the following date: \_\_\_\_\_.
7. ☐ Any post-petition acts taken after the effective date of this Order by Movant to enforce its remedies in accordance with applicable nonbankruptcy law against the Debtor(s) or property of the estate shall not constitute a violation of the stay in this bankruptcy case.

- 8. ☐ The stay shall remain in effect subject to the terms and conditions set forth in the Adequate Protection Attachment to this Order.
- 9. ☐ This Order shall be binding and effective despite any conversion of this bankruptcy case to a case under any other chapter of Title 11 of the United States Code.
- 10. ☐ This Court further orders that this Order is binding and effective in any bankruptcy case commenced by or against the Debtor(s) for a period of 180 days from the hearing of this Motion.

It is **SO ORDERED**.

Dated: \_\_\_\_\_

\_\_\_\_\_  
United States Bankruptcy Judge

**LOCAL BANKRUPTCY FORM NO. 20**

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

In re

Bankruptcy Case No.

Debtor

Hearing Date and Time\*:

NOTICE OF FILING OF FINAL ACCOUNT OF TRUSTEE,  
OF HEARING ON APPLICATIONS FOR COMPENSATION,  
PROPOSED FINAL DISTRIBUTION AND PROPOSED ABANDONMENT OF PROPERTY

TO THE CREDITORS:

1. **NOTICE IS GIVEN** that the final report and account of the trustee in this case has been filed and a hearing will be held by the court at the following place and time.

Address:

Room:

Date and Time:

2. The hearing will be held to consider for approval the final report and account of the trustee, to act on applications for compensation, and to transact such other business as may properly come before the court. ATTENDANCE BY THE DEBTOR AND CREDITORS IS WELCOMED BUT IS NOT REQUIRED.

3. The following applications for compensation have been filed:

Applicants	Compensation or Fees	Expenses
_____	\$ _____	\$ _____
Trustee	\$ _____	\$ _____
_____	\$ _____	\$ _____
Attorney for Trustee	\$ _____	\$ _____
_____	\$ _____	\$ _____
Attorney for Debtor	\$ _____	\$ _____
_____	\$ _____	\$ _____
Attorney for Creditors ' Committee	\$ _____	\$ _____
_____	\$ _____	\$ _____
Other (Specify)		

4. The trustee's account shows total receipts of \$ \_\_\_\_\_  
and total disbursements of \$ \_\_\_\_\_  
for a balance on hand of \$ \_\_\_\_\_

\*Movant shall provide 30 days notice of the scheduled hearing.



**SECOND PAGE OF LOCAL BANKRUPTCY FORM 20**

5. In addition to the compensation and fees that may be allowed by the Court, liens and priority claims which must be paid in advance of general creditors have been filed in the total amount of \$ \_\_\_\_\_.  
(State here only amount of liens and priority claims.)

General unsecured claims have been allowed in the amount of \$ \_\_\_\_\_. The amount to be paid is: \_\_\_\_\_

6. \_\_\_\_\_ The debtor has been discharged.  
\_\_\_\_\_ The debtor has not been discharged.  
\_\_\_\_\_ The debtor is a corporation.

7. Unless otherwise ordered by the Court, any property not administered by the trustee will be deemed abandoned. The trustee's motion to abandon the following property will be heard and acted upon:

8. Anyone objecting to the final account, final fee applications or the proposed order of distribution shall file the objection with the Clerk and serve a copy on the trustee and, if objecting to fees, serve a copy of the objection on the applicant. All objections shall be filed and served on or before 10 days before the scheduled hearing date.

9. The trustee's final SUMMARY OF PROPOSED DISTRIBUTION is attached.

\_\_\_\_\_  
Date

\_\_\_\_\_  
United States Bankruptcy Judge

LOCAL BANKRUPTCY FORM NO. 21

IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA

IN RE: ) Bankruptcy No. \_\_\_\_\_  
 ) Chapter \_\_\_\_\_  
 )  
Debtor(s) )  
 ) Docket No. \_\_\_\_\_  
 )  
Applicant )

SUMMARY COVER SHEET AND NOTICE OF HEARING ON PROFESSIONAL FEES  
IN CHAPTERS 7 AND 13 ON BEHALF OF

\_\_\_\_\_

To All Creditors and Parties in Interest:

1. Applicant represents \_\_\_\_\_

2. This is (check one)

\_\_\_\_\_ a final application

\_\_\_\_\_ an interim application

for the period \_\_\_\_\_ to \_\_\_\_\_

3. Previous retainer paid to Applicant: \$ \_\_\_\_\_

4. Previous interim compensation allowed to Applicant: \$ \_\_\_\_\_

5. Applicant requests additional:

Compensation of \$ \_\_\_\_\_

Reimbursement of Expenses of \$ \_\_\_\_\_

6. A hearing on the Application will be held in Courtroom \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ m., on \_\_\_\_\_, \_\_\_\_\_.

7. Any written objections must be filed with the court and served on the Applicant on or before \_\_\_\_\_, \_\_\_\_\_, (seventeen (17) days from the date of this notice). Copies of the application are available from the applicant.

Date of service:

\_\_\_\_\_  
Signature of Applicant or Attorney for Applicant

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

(Note: 1. Scheduling dates in this Notice shall comply with Local Rules. 2. The full application need be served only upon Debtor, counsel for Debtor, the U.S. Trustee, and the trustee and counsel for the trustee. 3. Applicant shall serve this Notice on all creditors and parties in interest including any person who has filed a request for notices. 4. A certificate of service shall be filed with this Notice and the application.)

**LOCAL BANKRUPTCY FORM NO. 22**

**IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA**

In Re: \_\_\_\_\_ : Bankruptcy No. \_\_\_\_\_  
: \_\_\_\_\_  
:  
Debtor \_\_\_\_\_ : Chapter \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
Movant \_\_\_\_\_ : Docket No. \_\_\_\_\_  
: \_\_\_\_\_  
v. \_\_\_\_\_ : \_\_\_\_\_  
: \_\_\_\_\_  
Respondent \_\_\_\_\_ :

**CERTIFICATION OF NO OBJECTION REGARDING  
(Insert Pleading Title and Docket Number)**

The undersigned hereby certifies that, as of the date hereof, no answer, objection or other responsive pleading to the [Application/Motion] filed on \_\_\_\_\_ has been received. The undersigned further certifies that the Court's docket in this case has been reviewed and no answer, objection or other responsive pleading to the [Application/Motion] appears thereon. Pursuant to the Notice of Hearing, objections to the [Application/Motion] were to be filed and served no later than \_\_\_\_\_.

It is hereby respectfully requested that the Order attached to the [Application/Motion] be entered by the Court.

Dated: \_\_\_\_\_

By : \_\_\_\_\_

Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

**LOCAL BANKRUPTCY FORM NO. 23**

**IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA**

In Re:	:	Bankruptcy No.
	:	
Debtor	:	
	:	Chapter
Movant	:	
	:	
v.	:	Docket No.
	:	
	:	
	:	
Respondent	:	

**CERTIFICATION OF COUNSEL REGARDING  
(Insert Pleading Title)**

The undersigned hereby certifies that agreement has been reached with the respondent(s) regarding the [Application/Motion] filed on \_\_\_\_\_.

A proposed order representing the agreement of all parties is being filed as part of this certification. The signature requirements of ECF Procedure 8 have been followed in obtaining the agreement of all parties and is reflected in the order.

An edited version of the order originally filed with the court as an attachment to the motion is also being filed with this Certificate of Counsel.. This edited version has been modified so that it conforms with the proposed order referred to in the above paragraph. Deletions are signified by a line in the middle of the original text (strikeout) and additions are signified by text in italics.

It is hereby respectfully requested that the proposed order attached to this Certification of Counsel be entered by the

Court.

Dated: \_\_\_\_\_

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
List Bar I.D. and State of Admission

**LOCAL BANKRUPTCY FORM NO. 24**  
**IN THE UNITED STATES BANKRUPTCY COURT**  
**WESTERN DISTRICT OF PENNSYLVANIA**

IN RE	:	Bankruptcy No. _____
	:	
Debtor(s)	:	Adversary No. _____
	:	
Plaintiff/Movant	:	Docket No. _____
v.	:	
	:	
Defendant/Respondent	:	

**ORDER AND NOTICE OF HEARING ON APPROVAL OF SETTLEMENT**

TO ALL CREDITORS AND PARTIES IN INTEREST:

IT IS ORDERED AND NOTICE IS GIVEN THAT a Motion for Approval of Settlement has been filed in the above-captioned estate by \_\_\_\_\_.

1. \_\_\_\_\_, at \_\_\_\_\_ .m. is fixed for hearing on this matter in \_\_\_\_\_. You may file an objection to the settlement; if you do, you must file it with the Clerk by \_\_\_\_\_. It must specifically state the basis of the objection, and you are required to be present at the hearing. If you fail to timely respond, the Motion may be granted by the Court by default without a hearing as provided in the Local Rules. You must check the Court's web site under the page of the Judge one day prior to the hearing date to determine whether an order has been entered and the hearing has been cancelled.

2. Movant shall serve a copy of this Order and Notice **and a concise summary of the proposed settlement that fully describes its terms and the reason for settlement** on all creditors (or their official committee), other parties in interest, the debtor, and the trustee (if a trustee has been appointed), and will file a certificate of such service within 5 calendar days hereof.

Date : \_\_\_\_\_

\_\_\_\_\_  
United States Bankruptcy Judge

**LOCAL BANKRUPTCY FORM NO. 25  
IN THE UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE \_\_\_\_\_ : Bankruptcy No. \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
Debtor(s) : Adversary No. \_\_\_\_\_

**DOCUMENT AND LOAN HISTORY ABSTRACT  
(COMPLETE A SEPARATE ABSTRACT FOR  
THE ORIGINAL TRANSACTION AND EACH ASSIGNMENT)**

**TYPE OF INSTRUMENT** \_\_\_\_\_ Mortgage \_\_\_\_\_ Retail Installment Contract  
\_\_\_\_\_ Assignment \_\_\_\_\_ UCC Financing Statement  
\_\_\_\_\_ Lease \_\_\_\_\_ Promissory Note / Security Agreement  
\_\_\_\_\_ Other (describe) \_\_\_\_\_

**PARTIES** \_\_\_\_\_ Borrower / Lessee  
\_\_\_\_\_ Lender / Lessor

**DATE OF INSTRUMENT** \_\_\_\_\_ **# OF PAGES** \_\_\_\_\_

**ESSENTIAL TERMS** \_\_\_\_\_ Original Principal Balance  
\_\_\_\_\_ Term  
\_\_\_\_\_ Interest Rate  
\_\_\_\_\_ First Payment Due  
\_\_\_\_\_ Payment Amount  
\_\_\_\_\_ Frequency of Payments (weekly, monthly, yearly, etc.)  
\_\_\_\_\_ First Payment Due Date  
Last Payment Applied to Installment due on \_\_\_\_\_  
\_\_\_\_\_ Amount in Arrears  
\_\_\_\_\_ Total Amount of Claim on Date of Filing of Petition  
\_\_\_\_\_ Total Amount of Claim on Date of Filing of Motion

**SECURED (LEASED) PROPERTY DESCRIPTION**

\_\_\_\_\_ Real Property \_\_\_\_\_ Motor Vehicle \_\_\_\_\_ Other  
\_\_\_\_\_ Address / Description

*Lien Recording*

\_\_\_\_\_ Recorder of Deeds  
\_\_\_\_\_ County / Commonwealth/State  
\_\_\_\_\_ Secretary of State / Commonwealth/State  
\_\_\_\_\_ Bureau of Motor Vehicles (Commonwealth/State \_\_\_\_\_)  
\_\_\_\_\_ Other (Describe) \_\_\_\_\_  
\_\_\_\_\_ Recording Date  
\_\_\_\_\_ Book & Page/Instrument Number

**OTHER ESSENTIAL INFORMATION:**

**PROOF OF CLAIM FILED WITH CLERK, U.S. BANKRUPTCY COURT** \_\_\_\_\_ (Yes/No)

**LOCAL BANKRUPTCY FORM NO. 26**  
**IN THE UNITED STATES BANKRUPTCY COURT**  
**FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

Bankruptcy No.

Debtor(s)

Chapter 13

Trustee, and Debtor(s), Movants

Motion No. ☐ WO-1

Motion No. ☐ WO-2

v.

Respondent(s)

**EX PARTE MOTION FOR ORDER TO PAY TRUSTEE PURSUANT TO WAGE ATTACHMENT**

\_\_\_\_\_, Chapter 13 Trustee, and the Debtor respectfully represent as follows:

1. A Chapter 13 case was filed.
2. It appears that the Debtor receives regular income which may be attached under 11 U.S.C. §1326 to fund the Chapter 13 Plan.
3. The likelihood of success in the case will be much greater if the Debtor's income is attached to fund the plan.

**WHEREFORE**, the Chapter 13 Trustee and/or the Debtor respectfully request that this Court enter an Order to Pay Trustee in the form attached.

\_\_\_\_\_  
Signature of Chapter 13 Trustee or Attorney for Debtor(s)

\_\_\_\_\_  
Typed Name of Chapter 13 Trustee or Attorney for Debtor(s)

\_\_\_\_\_  
Address of Chapter 13 Trustee or Attorney for Debtor(s)

\_\_\_\_\_  
Phone No. and Pa. I.D. No. of Chapter 13 Trustee or Attorney for Debtor(s)

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:	:	Bankruptcy No.
	:	
	:	Chapter 13
Standing Chapter 13 Trustee and Debtor(s),	:	
Movants	:	Motion No. <input type="checkbox"/> WO-1
	:	Motion No. <input type="checkbox"/> WO-2
v.	:	
	:	
Respondent(s)	:	

**ORDER TO PAY TRUSTEE PURSUANT TO WAGE ATTACHMENT**

The above-named Debtor(s) having filed a Chapter 13 petition and Debtor(s) or Trustee having moved to attach wages to fund the Chapter 13 Plan:

IT IS, THEREFORE, ORDERED that until further order of this Court, the entity from which the Debtor receives income:

shall deduct from that income the sum of \$ \_\_\_\_\_, beginning on the next pay day following receipt of this order and shall deduct a similar amount each pay period thereafter, including any period for which the Debtor receives a periodic or lump sum payment as a result of vacation, termination, or other benefit arising out of present or past employment, or from any other benefits payable to the Debtor, and shall remit the deducted sums ON AT LEAST A MONTHLY BASIS to:

RONDA J. WINNECOUR  
CHAPTER 13 TRUSTEE, W.D. PA.  
POB 1132  
MEMPHIS, TN 38101-1132

IT IS FURTHER ORDERED that the above-named entity shall notify the Chapter 13 Trustee if the Debtor's income is terminated and the reason therefore.

IT IS FURTHER ORDERED that all remaining income of the Debtor, except the amounts required to be withheld for taxes, social security, insurance, pension, or union dues shall be paid to the Debtor in accordance with usual payment procedures.

IT IS FURTHER ORDERED THAT NO OTHER DEDUCTIONS FOR GARNISHMENT, WAGE ASSIGNMENT, CREDIT UNION, OR OTHER PURPOSE SHALL BE MADE FROM THE INCOME OF DEBTOR WITH THE SOLE EXCEPTION OF ANY SUPPORT PAYMENTS.

IT IS FURTHER ORDERED that this order supersedes previous orders made to the above-named entity in this case.

IT IS FURTHER ORDERED that the above-named entity shall not charge any fee to the Debtor for the administration of this attachment order, except as may be allowed upon application to and order of this Court.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
United States Bankruptcy Judge